

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										3. Service										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										6. OPM Certification No.																																							
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										13. Competitive Level Code																																							
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										14. Agency Use CNIC																			
a. Office of Personnel Management																																																		Initials										Date									
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Cook										NA										7404										08										3N										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature										Date										Signature										Date																																							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Taking Action																				FWS JGS For Cooking 7404, TS-63 Feb 92																																																	
S. J. NEW																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Principal Classifier																																																																					
Signature										Date																																																											
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
25. Description of Major Duties and Responsibilities (See Attached)																																																																					

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Cook **POSITION NUMBER** 01-010B

JOB SERIES: 7404 **PAY LEVEL:** NA-8

Summary of Duties: Independently prepares all types of meats, poultry, seafood, vegetables, fruits, sauces, and gravies for menus. Prepares, cooks, seasons, and portions food for all meals following standardized recipes at different levels of difficulty, makes modifications to recipes for ingredient quantities, number of servings, and size of the equipment available. Plans, regulates, and schedules cooking procedures so numerous completed food products are ready at the same time. Prepares and presents food in a visually appealing manner. Prepares menu items using special or difficult recipes requiring numerous interrelated steps, many ingredients, and lengthy preparation time. Prepares a variety of menu items using several different and complex methods of preparation. Tests and evaluates new food products. May coordinate the work of lower graded employees engaged in a variety of standard cooking operations. Performs other related duties as assigned.

Skills and Knowledge: Thorough knowledge of the full range of food preparation principles, including the techniques and procedures necessary to develop new or recurrent recipes. Knowledge of procedures related to cooking in large quantities. Skill to overcome practical production problems; evaluate final food products, and initiate corrective action. Ability to expand and modify recipes and to develop standardized recipes for quantity cooking. Skill in the operation, breakdown, and cleaning of food service equipment used in large quantity food production. Ability to organize and coordinate work of lower graded employees.

Responsibility: Works under direction of supervisor who establishes daily work assignments and who provides general instructions either orally or in writing. Incumbent is responsible for analyzing and correcting production problems independently, and coordinating the cooking process for food items assigned directly to them. May be responsible for coordinating the cooking of items by other cooks. Work is subject to spot checks by supervisor for conformance with quality food standards, timeliness, and adherence to established operating procedures, including proper use of commercial food service equipment.

Physical Effort: Work involves frequent lifting or moving of objects weighing up to 30 lbs.; constant standing and walking; and occasional lifting of over 50 lbs.

Working Condition: Kitchens are often uncomfortably warm and noisy. Incumbent is exposed to steam, fumes, and odors; danger of falling on freshly mopped floors; burns from steam or hot foods; and cuts from knives and electrical machines.